



Job Description

JOB TITLE:	Recreation Program Development & Special Events Coordinator
DEPARTMENT:	Development and Operations
SUPERVISOR'S TITLE:	Manager of Operations, Parks, and Facilities
SUPERVISES:	DIRECTLY: Volunteers, Students and Contracted Service Providers INDIRECTLY: None
JOB DESCRIPTION DATE:	February 2024

POSITION SUMMARY

Reporting to the Manager of Operations, Parks and Facilities, this new position will be evolving over two or more years and will commence by playing a key role in evaluating how to expand and deliver recreation programs, special events, and arts and culture opportunities.

The position is responsible for supporting the Town's implementation of a number of recommendations related to recreation programs and special events as outlined in the 2023 Parks and Recreation Master Plan.

PRIMARY DUTIES AND RESPONSIBILITIES

- Provide support to Manager of Operations, Parks and Facilities with the development and implementation of new recreation programs, as well as special events as recommended in the 2023 Parks and Recreation Master Plan.
- Using the community and survey data from the Parks and Recreation Master Plan, evaluate what direct indoor and outdoor recreation programs the Town should directly deliver in the future.

- Review how to incorporate a community development model for some recreation services and included consultation with community stakeholders and work in partnership with local volunteers, sport and cultural organizations.
- Assist the Manager in preparing annual draft budgets related to new recreation programs and development of programs.
- Review and recommend new seasonal outdoor recreation programs.
- Assist the Manager and staff colleagues in developing an implementation plan for recreation programs in a re-developed Fiddle Park.
- Based on the Grace Tipling Hall Feasibility Study , and working with the Economic Development Officer, review strategies to increase the use of Grace Tipling Hall through new programs and new events.
- Complete an annual review and comparison of rates and fees for parks, recreation, and culture.
- Evaluate existing programs in other municipalities to determine whether the Town should create a new outdoor parks and recreation volunteer program to assist operational needs.
- Complete a review of how to establish and structure a new annual volunteer recognition program and ceremony.
- Identify and complete grant and funding applications related to special events and recreation and park programs, and parks and recreation capital projects as identified or directed.
- Coordinate a number of existing special events working with staff, and designated committees and volunteers where applicable, including attending committee meetings.
- Perform other related duties as required.

QUALIFICATIONS AND REQUIREMENTS

- Post-Secondary degree or diploma in recreation and leisure, or a related discipline.
- Two (2) years experience, preferably in municipal recreation and special events.
- Demonstrated interpersonal and team skills.

- Strong communication, conflict resolution and public relations skills.
- Strong computer skills including Microsoft Word, Excel, PowerPoint, Keystone, email and internet.
- Strong written and verbal communication skills.
- Strong and effective analytical, strategic, critical thinking and problem solving abilities.
- Strong sense of professionalism, tact and diplomacy.
- Must demonstrate respect for confidential and sensitive issues.
- Demonstrated telephone and public relations skills.
- Standard First Aid, CPR-C AED Certificate.
- Clean Vulnerable Sector Check and Driver's Abstract required prior to commencement in this position.
- Strong knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work.

CONFIDENTIAL INFORMATION:

- Knowledge of security codes and passwords.
- Access to sensitive information at all levels.
- Financial database information.

WORKING CONDITIONS:

- Physical demand requires standing, sitting and walking.
- Visual attention for detail and health and safety while on the job.
- Attendance at meetings/events held in the evening and/or weekend may be required.
- Normal working hours 8:30 a.m. to 4:30 p.m. Monday to Friday (35-hour work week) including being on-site at various locations and Town properties as per operational needs.
- May be required to work outside of normal hours to support events and programs.

- The role requires 100% on-site presence and is not eligible for remote work arrangements.
- Position works in an open space office with individual cubicles, exposes employees to common ambient noise generated by music, conversations, staff interactions, and client interactions at the counter.

The Town of Shelburne has made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of the Town of Shelburne.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.